



Extended Services Affiliate Membership Application

Extended Services Applicants must be a home inspector, licensed appraiser, pest professional who meet industry requirements to assist in the buying or selling of real estate. This membership does not include access to the multiple listing service. If elected this membership will include the MEIAR lockbox and key system, and the ShowingAssist Mobile App to schedule appointments.

To apply for membership:

1. Complete all forms enclosed in this packet, appraisers enclose a copy of your license, all other applicants must be bonded and insured for at least \$150,000.00 and provide proof of such insurance to MEIAR at time of application.
2. Email your digital (professional) photograph to meiarphoto@comcast.net
3. Forward forms and payment to:
MEIAR
3908 N Rosewood Ave
Muncie, IN 47304
4. Allow for 72 hours after application has been received by MEAIR for processing
5. Membership verification will be sent via email to the email address on this application

Note: Applications will NOT be processed without a photograph, valid email address, all forms completed in their entirety and payment.

If you have questions about the application process please contact the Mid-Eastern Indiana Association of REALTORS® at (765) 747-7197.





Extended Services Affiliate Membership Application

First Name _____ Middle Name _____ Last Name _____

Date of Birth: _____ Nickname (DBA) _____

Email Address: _____

Real Estate License #: _____

Licensed/certified appraiser: Yes No Appraisal License #: _____

Office Name: _____

Office Address: _____

Office Phone: (____) _____ Fax: (____) _____

Type of Business: _____

Business Website: _____

Home Address Street _____

City _____ State _____ Zip _____

Home Phone: (____) _____ Personal Fax: (____) _____

Cell Phone: (____) _____

Dated: _____ Signature: _____

Membership Committee Approval:

Date: _____ Chairperson's Signature: _____

Board of Directors Approval:

Date: _____ MEIAR President Signature: _____





Membership Dues and Fees

Qualified Extended Service Members will receive membership to MEIAR, SentiLock, and ShowingTime upon approval.

Yearly Dues :	\$ <u>110.00</u>	(Not prorated)
SentiLock Key Deposit:	\$ _____	(\$150.00 Non-Refundable if Key Card is requested)
SentiLock Card Issuance Fee:	\$ _____	(\$50.00 if Key Card is requested)
SentiLock Key Card Fee:	\$ _____	(\$16.00 if Key Card is requested)
SentiLock Card Reader Fee:	\$ _____	(\$24.00 required if you request a Key Card)

Total to be submitted with application: \$ _____

SentiLock Issuance Fee:

\$ 150.00 (optional). The SentiLock Issuance Fee is non-refundable.

SentiLock Yearly Key Lease Fee:

\$90.00 yearly key lease fee will be due and payable every June 1st if key is issued.





SentriLock Authorized User Agreement

This agreement is made and entered into by the Mid-Eastern Indiana Association of REALTORS® (MEIAR) and the Participant and Subscriber identified in this agreement.

1. **Purposes:** the parties have entered into this agreement because (a) MEIAR will provide access to its lockbox system; (b) if Subscriber agrees to the terms in this Agreement; and (c) if Participant makes certain commitments on Subscriber's behalf.
2. **Definition and Usage:**
 - a) MEIAR; Mid-Eastern Indiana Association of REALTORS®
 - b) MLS Policies; MLS's Rules and Regulations, including the lockbox system rules, as amended from time to time in MLS's discretion.
 - c) Participant; Principal Broker, Broker Owner of a Real Estate Company, Licensed / Certified Appraiser who is also the owner of their appraisal company and a REALTOR® member in good standing with MEIAR or an Affiliate Member of MEIAR with a legitimate need to access property to assist in the selling or closing of said property.
 - d) Subscriber; Sales Associate, Associate Broker, Licensed / Certified Appraiser or Appraiser Trainee associated with a Participant and in good standing with MEIAR.
 - e) Key Card; A pocket sized card with embedded circuits and photograph of subscriber designed to authenticate and control access to lockboxes.
 - f) Lockboxes; A container affixed to a listed property as a device to gain access to the property being marketed by a Participant/Subscriber in the MEIAR MLS.
3. **Eligibility Requirements:** MEIAR Realtor® members and approved Affiliate members who are Participants or Subscribers are eligible to participate in the MEIAR lockbox system.
4. Subscriber agrees that a lockbox is a container affixed to the property as a device to gain access to the property being marketed by a Participant/Subscriber in the MEIAR MLS. Participants in MEIAR or their subscribers are authorized under certain condition to open these lockboxes under terms specified by the listing broker/agent. Participants and their Subscribers, functioning as agents of potential purchasers. Must contact the listing broker/agent/office or use ShowingAssist to arrange appointments to show listed property even if the property has a lockbox affixed to it, unless the listing broker has given specific permission (through information published in the MEIAR MLS Service or ShowingAssist Service) to show the property without first contacting the listing broker. Subscriber is responsible for NOT accessing a MEIAR lockbox without proper confirmed appointments.
5. **Fees:** Subscriber agrees to pay an Issuance fee for the SentriLock Key Card (\$50.00) and the MEIAR Technology fee for use of the MEIAR MLS system and SentriLock Key Card System. The MEIAR Technology fee is the responsibility of the Participants Office to collect for all Participants/Subscribers and forward to MEIAR by the 28th of each month.





SentriLock Authorized User Agreement

6. **Request for Equipment:** Participant/Subscriber requests the following equipment from MEIAR for the SentriLock System.
- _____ One SentriLock Key Card - \$16.00 programming fee
- _____ SentriLock Card Reader(s) – \$24.00 each
- _____ Lockboxes - \$81.00 each. Lockboxes are sold separately and are charged in addition to all other fees. The cost to purchase lockboxes may change from time to time and is the sole responsibility of the Participant/Subscriber.
7. **Equipment and System:** Participant and Subscriber acknowledge that the SentriLock system, lockboxes, Key Cards, and anything associated with the lockbox service is the sole property of SentriLock and MEIAR (unless purchased outright), and Participant and Subscriber shall return all such property as required by SentriLock or MEIAR. Participant shall return all lockboxes, Key Cards, Card Readers, and other equipment associated with the lockbox system immediately upon termination of the membership, MEIAR MLS participation, termination of lockbox services due to the Participant’s failure to pay all fees associated with the service and/or reimbursements for lost equipment as required, or affiliation with an eligible participant. Failure to return said equipment shall result in the Participant being charged all costs associated with replacement of the equipment. If such costs and unpaid fees are not paid within 30 days of the billing date, MEIAR shall have the right to file suit against the Participant / Subscriber for the full amount due plus statutory interest, court costs, attorney’s fees and other costs of litigation.
8. **Submission to Disciplinary Review/Action:** If a Participant / Subscriber breaches this agreement or the MLS Policies, the MLS Committee or the Board of Directors of the Mid-Eastern Indiana Association of REALTORS® may (a) deactivate all equipment leased or purchased by Participant / Subscriber (b) take legal action against Participant / Subscriber to recover all damages incurred by SentriLock or MEIAR resulting from such default and/or improper use of the Lockbox System; (c) demand the return of all equipment; and/or (d) pursue any other remedy at law or in equity. A maximum fine of \$500.00 will be assessed against the Participant / Subscriber. Any claim or dispute howsoever arising out of the MEIAR / SentriLock Authorized User Agreement shall be resolved solely by arbitration. In the even there is any disagreement on the selection of the arbitrator, a presiding judge in Delaware County, Indiana shall choose the arbitrator. The prevailing party shall be entitled to recover any fees of the arbitrator, reasonable attorney’s fees, costs and expenses of the arbitration.
9. **Term of Agreement:** The term of this agreement begins on the date of the execution of this Agreement and ends on the date of any of the following events: (a) Termination of Participant / Subscriber for any reason; (b) Termination of Participant / Subscriber’s association with MEIAR or his/her local Association of REALTORS® for any reason; (c) Failure of the Participant / Subscriber to perform in accordance with any and/or all terms and condition herein set forth in this agreement; (d) Participant / Subscriber acknowledges that by signing this Agreement, he/she is granted access to a SentriLock Key Card, Card Reader, applicable software and lockboxes under the terms of this Agreement.





SentriLock Authorized User Agreement

10. Participants Obligations:

- a) Guaranty and liability for Subscriber conduct. Participant is guarantor of Subscriber's performance under this agreement. Participant is jointly and severally liable to MEIAR for all damages and costs MEIAR sustains as a result of Subscriber's misuse of the SentriLock system, up to and including the last date Subscriber has access to the lockbox system by virtue of the Key Card issued under this agreement, even if Subscriber is no longer affiliated with Participant at the time of the wrongful conduct.
- b) Participant warranties. Participant warrants that (1) Participant is a licensed real estate broker, licensed or certified appraiser or licensed inspector or licensed pest inspector, or approved affiliate and a member of MEIAR; and (2) Subscriber possesses a real estate license and is associated with the Participant as a licensee actively seeking to sell real estate or Subscriber is a licensed or certified appraiser affiliated with Participant.
- c) Subscriber transfers. Participant shall notify MEIAR in writing within 24 hours after Subscriber's transfer of license. If the Subscriber has transferred to a firm which is not participating in MEIAR, or if the Subscriber's license is inactivated or sent back to the state, Participant agrees to make its best efforts to obtain the transferred Subscriber's SentriLock Equipment. Participant acknowledges that they shall be liable for replacement cost of all equipment not returned to MEIAR within 72 hours of Subscriber transfer. If Participant cannot obtain return of the SentriLock equipment, it shall supply MEIAR with copies or written correspondence attempting to obtain the SentriLock equipment return.
- d) Cosign agreement with Subscriber. Participant shall cosign any lockbox agreement executed by a Subscriber affiliated with the Participant.

11. **Key Card Update:** The Participant / Subscriber acknowledge that they Key Card must be updated on a daily basis by placing the Key Card in an approved Card Reader or RAD device.

12. **Security:** Participant and Subscriber acknowledge the importance of maintaining security of the lockbox system as a whole. Consequently, Participant / Subscriber shall:

- a) Keep the Key Card in Participant / Subscriber's possession and in a safe place at all times.
- b) Not to allow his/her personal identification number (PIN) to be kept with, attached to, or written on the Key Card, nor disclosed to anyone.
- c) Not to duplicate or attempt to duplicate the Key Card nor allow anyone else to do so.
- d) Not to assign, transfer, or pledge the rights of the SentriLock System, or any components including but not limited to Key Card, Reader, RAD, or Lockboxes.
- e) To notify MEIAR immediately of the loss or theft of a Key Card.
- f) To follow the guidelines outlined in this agreement.
- g) To follow any additional security measures sets out in the MLS policies.
- h) To understand and recognize the responsibility to ensure the security of properties accessed through the use of the lockbox system.
- i) To notify SentriLock when a lockbox fails to release from a property. SentriLock is the only authorized entity to order a lockbox removed from a property because of equipment failure.





SentriLock Authorized User Agreement

13. **Indemnification:** Participant and Subscriber agree to indemnify and hold MEIAR and their respective officers, directors and employees harmless from any and all loss, cost, expense, claims or demand whatsoever by or against MEIAR resulting from loss, use or misuse of the SentriLock, including but not limited to, any and all liabilities including attorneys fees incurred by them as a result of damage or injuries to property or persons arising out of entry by any person into any premises by use of the SentriLock.
14. **Lockboxes Not a Security System:** Participant and Subscriber acknowledge that the SentriLock lockboxes, Key Card, and other components of the lockbox system are not a security system; they are a marketing convenience and control system. Participant and Subscriber hold MEIAR harmless against any claims that the lockbox system failed, for whatever reason, to prevent or grant admission to any property.
15. **Placement of Lockboxes:** Lockboxes must not be placed on any property without the written authority of the seller. This authority may be established in the listing agreement or in a separate document created specifically for this purpose.
16. **Issuance of Lockboxes:** Lockboxes initially will be issued (leased) to Participants who are actively engaged in the Risco Lockbox system through MEIAR. SentriLock lockboxes will be exchanged on a one for one basis the day of training. The Participant shall be responsible for these leased lockboxes, and required to return leased SentriLock lockboxes at the request of MEIAR or SentriLock. Additional lockboxes may be purchased at a price determined and set by the MLS Committee or Board of Directors. Purchased lockboxes will be the property of the Participant / Subscriber.
17. **Replacement Key Card:** MEIAR shall issue a replacement Key Card to the Participant or Subscriber provided the Participant or Subscriber has (1) complied with this agreement and the MEIAR policies with respect to lockboxes; and (2) paid the fee established by MEIAR to replace a Key Card that is lost, stolen or damaged.
18. **Right to Modify Rules, Fees, and Fines:** MEIAR shall retain the right to modify the MEIAR / SentriLock Authorized User Agreement, rules, user fees and fines associated with the MEIAR lockbox services, from time to time as deemed necessary by the Board of Directors or MLS Committee of MEIAR.
19. **Termination:**
 - a) Participants and Subscribers may terminate the use of the service by returning their SentriLock lockbox system, lock boxes, Key Card(s), and anything associated with the lockbox service to MEIAR. Non-renewal of MEIAR membership requires immediate return of SentriLock lockbox system, lockboxes, Key Card(s), and anything associated with the lockbox service to MEIAR.
 - b) MEIAR may refuse to lease lockbox keys, may terminate existing key lease agreements, and may refuse to activate or reactivate any key held by an individual convicted of a felony or misdemeanor if the crime, in the determination of the Board of Directors or MLS Committee, relates to the real estate business or puts clients, customers, or other real estate professionals at risk.
 - c) MEIAR may suspend the right of Participant or Subscriber to use lockbox keys following their arrest and prior to their conviction for any felony or misdemeanor which, in the determination of the Board of Directors or MLS Committee, relates to the real estate business or which puts clients, customers, or other real estate professionals at risk.
 - d) MEIAR may suspend the right of Participant or Subscriber to use lockbox keys following their arrest and prior to their conviction for any felony or misdemeanor which, in the determination of the Board of Directors or MLS Committee, relates to the real estate business or which puts clients, customers, or other real estate professionals at risk.





SentriLock Authorized User Agreement

20. Lockbox Fees and Penalties:

- a) A user fee may be assessed, per REALTOR® member or approved Affiliate member, for the lockbox service and is set by the MEIAR Board of Directors.
- b) Key Cards may NOT be used by anyone other than the individual to whom the Key Card has been assigned. Allowing anyone other than the assigned Key Card holder to use the Key Card may result in a \$500.00 fine.
- c) Any individual who shows a property containing a SentriLock Lockbox must contact the listing broker/agent/office or use ShowingAssist to arrange appointments to show listed property even if the property has a lockbox affixed to it, unless the listing broker has given specific permission (through information published in the MEIAR MLS Service or ShowingAssist Service) to show the property without first contacting the listing broker. Subscriber is responsible for NOT accessing a MEIAR lockbox without proper confirmed appointments. Failure to adhere to this requirement may result in a \$100.00 fine.
- d) Defective Key Card will be replaced by MEIAR at no cost provided that the defective Key Card is returned to the Association office and verified to be defective. Failure to appropriately protect the SentriLock Lockbox or Key Card will result in an assessment equal to the total cost of repairing or replacing the SentriLock Lockbox or Key Card.
- e) Failure to appropriately protect the SentriLock Lockbox will result in an assessment equal to the total cost of repairing or replacing the SentriLock Lockbox.
- f) Failure to retrieve a SentriLock Lockbox within five (5) days from a no longer active listing may result in a \$100.00 fine.
- g) A new member will be charged an issuance fee of \$50.00 and equipment charges previously listed upon signing this agreement.
- h) If the Participant / Subscriber fails to pay MEIAR by the specified date on any invoice for services MEIAR shall deactivate and terminate all of the Participant / Subscriber's services until the Participant / Subscriber has paid the total amounts due, including all service and reinstatement fees.
- i) One Day Codes may NOT be assigned to members of the public. Subscriber/Participant may NOT give a one day code that was assigned to Subscriber/Participant to the public. Failure to adhere to this requirement will result in a \$500.00 fine.
- j) Subscriber/Participant must accompany all members of the public during all showings and/or property accesses.

Subscriber (Affiliate):

Printed Name: _____

Key #: _____

Signature: _____

Date: _____

Participant (Owner):

Printed Name: _____

Office: _____



Date: _____



Homes & Lifestyles Advertising Information for Affiliates

Affiliate membership includes the opportunity to advertise your services in the Homes and Lifestyle Magazine for Blackford, Delaware, and Henry Counties. With over 10,000 magazines being delivered to; banks, convenience stores, groceries, real estate companies, restaurants, hotels, welcome centers, shopping centers, colleges, and airports each issue.

Affiliates may advertise real estate related items and service, subdivision logos, names and amenities. Affiliates may not advertise real property for sale, including lots, custom builds, models, and spec houses.

Affiliate Advertisement Rates

¼ Page Inside Anywhere = \$ 65.00 per issue

½ Page Inside Anywhere = \$105.00 per issue

Full Page Inside Anywhere = \$165.00 per issue

Full Page Inside Back Cover = \$225.00 per issue

Full Page Premium Cover

(Inside Front, Back Outside) = \$335.00 per issue

Offices are billed on a quarterly cycle with a 3% discount if paid before due date.

All ads are full color, no black and white ads are accepted.

Ads must be in pdf file format and meet print specifications listed.

Specs: ¼ Page: 3.66 X 4 7/8"

½ Page: 7 5/16 X 4 7/8"

Full Page: 7 5/16 X 9 13/16"

Ads may be changed every issue if emailed by the deadline date to meiarphoto@comcast.net , with the issue number noted in the email.





Mid-Eastern Indiana Association of REALTORS

AFFILIATE Homes & Lifestyles Schedule 2018

Dates may change due to Holidays

Homes & Lifestyles: 1-800-331-0471

	Due BEFORE 10AM	Delivery Date	Effective Thru Date	Issue #
Last Deadline of 2017	12/18/17	01/04/18	02/01/18	1601
1st Quarter Deadlines	01/20/18	02/01/18	03/01/18	1602
	02/16/18	03/01/18	03/29/18	1603
	03/16/18	03/29/18	04/26/18	1604
2nd Quarter Deadlines	04/13/18	04/26/18	05/24/18	1605
	05/11/18	05/24/18	06/21/18	1606
	06/08/18	06/21/18	07/19/18	1607
3rd Quarter Deadlines	07/06/18	07/19/18	08/16/18	1608
	08/03/18	08/16/18	09/13/18	1609
	08/31/18	09/13/18	10/11/18	1610
4th Quarter Deadlines	09/28/18	10/11/18	11/21/18	1611
	11/02/18	11/21/18	01/03/19	1612
	12/17/18	01/03/19	01/31/19	1701

